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MEDICAL SERVICES

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume within the Medical Services function.
2. **Authority.** AFR 35, 55, 67, and 16X series; ANGR 55, 67, and 16X directives; and all applicable gaining command supplements contain command policy and procedural guidance for the Medical Services function. This ANGMS has been developed in accordance with procedures contained in AFR 25-5, 16 May 88.
3. **Applicability.** This standard applies to the Combat Readiness Training Center, Savannah GA, Medical Services Work Center. This standard applies only to peacetime operations.
4. **Standard Data:**
 - a. **Classification.** Type III.
 - b. **Approval Date.** 20 Nov 92.
 - c. **Manpower Data Source.** N/A.
 - d. **Standard Manpower Equation.** $Y = 1$ (Constant Manpower).
 - e. **Workload Factors.** N/A.
5. **Application Instructions.** This work center requires constant manpower of one (1). No other application instructions apply.
6. **Statement of Conditions.** The normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no other standard of living constraints that impact the daily operation of this work center.

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2 Attachments
1. **Work Center Description**
2. **Standard Manpower Table**

WORK CENTER DESCRIPTION**Medical Services****DIRECT:****1. MANAGEMENT:****1.1. PROVIDES TECHNICAL MEDICAL BRIEFING AND ASSISTANCE:****1.1.1. BRIEFS AND ASSISTS THE COMMANDER.****1.1.2. BRIEFS AND ASSISTS SENIOR MEDICAL STAFF.****1.1.3. BRIEFS AND ASSISTS SUPPORTED UNIT.****1.1.4. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.****1.1.5. BRIEFS INDIVIDUAL.****1.1.6. BRIEFS INSPECTION TEAM.****1.2. MANAGES FULL-TIME HEALTH PROGRAM FOR SUPPORTED UNIT:****1.2.1. ADMINISTERS BASE OCCUPATIONAL HEALTH PROGRAM:****1.2.1.1. CONSULTS WITH BIOENVIRONMENTAL TECHNICIAN.** Identifies problem and coordinates resolution.**1.2.1.2. INFORMS COMMANDER AND/OR OTHER OFFICIAL ON OCCUPATIONAL HEALTH MATTERS.****1.2.2. ADMINISTERS SAFETY PROGRAM:****1.2.2.1. DISSEMINATES SAFETY PROGRAM INFORMATION.****1.2.2.2. CONDUCTS FACILITY SAFETY INSPECTION.****1.2.2.3. REPORTS SAFETY VIOLATION.****1.2.2.4. COMPLETES CORRECTIVE ACTION.****1.2.2.5. SCHEDULES SAFETY TRAINING.****1.2.3. ADMINISTERS FORMAL MEDICAL AGREEMENT.** Coordinates/negotiates with civilian community, hospital director, hospital administrator, county coroner, and/or medical treatment facility.**1.2.3.1. COORDINATES INTER-SERVICE AGREEMENT.****1.2.3.2. COORDINATES HOST TENANT SUPPORT AGREEMENT.****1.3. PARTICIPATES IN ACCIDENT/INCIDENT INVESTIGATION.****1.4. INVESTIGATES INQUIRY.** Researches, compiles information, and generates response to inquiry.**1.4.1. RESPONDS TO CONGRESSIONAL INQUIRY.****1.4.2. RESPONDS TO BOARD OF CORRECTION OF MILITARY RECORDS INQUIRY.****1.4.3. RESPONDS TO INSPECTOR GENERAL INVESTIGATION.****1.4.4. RESPONDS TO STATE INQUIRY.****1.4.5. RESPONDS TO ANGRC/SG INQUIRY.**

1.5. COORDINATES EMPLOYEE HEALTH AWARENESS PROGRAM. Coordinates employee involvement by identifying employee need, scope of involvement, and obtaining recommendation for intervention.

1.6. RESPONDS TO HEALTH SERVICES READINESS INSPECTION (HSRI).

2. PHYSICAL EXAMINATION:

2.1. SCHEDULES PHYSICAL EXAMINATION:

2.1.1. REVIEWS COMPUTER LISTING FOR ACCURACY.

2.1.2. COORDINATES WITH UNIT. Coordinates with unit to reschedule incomplete and/or overdue physical examination.

2.1.3. DISTRIBUTES SCHEDULE.

2.1.4. PREPARES/DISTRIBUTES INDIVIDUAL PHYSICAL EXAMINATION PACKET.

2.1.5. REVIEWS COMPLETED EXAMINATION.

2.1.6. REVIEWS MILITARY ENTRANCE PROCESSING STATION (MEPS) PHYSICAL.

2.1.7. PREPARES COMPLETED PHYSICAL EXAMINATION IN FINAL FORM:

2.1.7.1. PREPARES ENLISTMENT PHYSICAL.

2.1.7.2. PREPARES COMMISSIONING PHYSICAL.

2.1.7.3. PREPARES FLYING CLASS II PHYSICAL.

2.1.7.4. PREPARES INTERIM FLYING PHYSICAL.

2.1.7.5. PREPARES PERIODIC PHYSICAL.

2.1.7.6. PREPARES MEDICAL EVALUATION BOARD (MEB) PHYSICAL.

2.1.7.7. PREPARES PHYSICAL WAIVER DOCUMENTATION FOR SUBMISSION.

2.1.7.8. PREPARES PREPLACEMENT PHYSICAL.

2.1.8. FILES COMPLETED EXAMINATION IN MEDICAL RECORD.

2.2. PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/STANDARD:

2.2.1. PREPARES EXAMINATION ROOM.

2.2.2. TAKES HEIGHT, WEIGHT, BLOOD PRESSURE, AND/OR PULSE.

2.2.3. PERFORMS BODY FAT MEASUREMENT (BFM).

2.2.4. CHECKS PROFILE FACTOR.

2.2.5. PERFORMS ELECTROCARDIOGRAM (EKG) TEST.

2.2.6. PERFORMS VISION SCREENING TEST.

2.2.7. PERFORMS HEARING TEST.

2.2.8. PERFORMS PULMONARY FUNCTION TEST.

2.2.9. PERFORMS LABORATORY STUDY. Obtains specimen and performs laboratory study associated with clinical indicator/physical exam.

2.2.10. REVIEWS RESULT OF BLOOD SAMPLE FOR ACCURACY.

2.2.11. REVIEWS/DOCUMENTS PAPANICOLAOU (PAP) SMEAR RESULT.

2.2.12. ENTERS TEST RESULT INFORMATION IN MEDICAL RECORD.

2.3. PROCESSES AF FORM 895, MEDICAL CERTIFICATION:

2.3.1. REVIEWS COMPUTER LISTING.

2.3.2. FORWARDS TO AFFECTED PERSONNEL FOR COMPLETION.

2.3.3. REVIEWS COMPLETED FORM.

2.3.4. COMPLETES FOLLOW-UP ACTION TO POSITIVE RESPONSE.

2.3.5. FILES COMPLETED MEDICAL CERTIFICATION.

2.4. SCHEDULES IMMUNIZATION:

2.4.1. REVIEWS AUTOMATED LISTING FOR DUE/OVERDUE IMMUNIZATION.

2.4.2. REFERS UPDATED ROSTER TO AFFECTED ORGANIZATION.

2.4.3. ENSURES COMPLIANCE WITH CURRENT IMMUNIZATION REQUIREMENT.

2.4.4. ADMINISTERS IMMUNIZATION.

2.4.5. PREPARES UPDATED IMMUNIZATION RECORD.

2.5. IDENTIFIES PERSONNEL AUTHORIZED SPECTACLES.

3. MEDICAL CARE:

3.1. PERFORMS LINE OF DUTY (LOD) DETERMINATION:

3.1.1. IDENTIFIES PERSONNEL REQUIRING LOD TREATMENT.

3.1.2. INVESTIGATES INCIDENT.

3.1.3. CONSULTS WITH PHYSICIAN.

3.1.4. ENSURES PATIENT RECEIVES AUTHORIZED MEDICAL CARE.

3.1.5. PROVIDES PARAPROFESSIONAL MEDICAL ADVICE TO PATIENT.

3.1.6. DOCUMENTS CASE IN MEDICAL RECORD.

3.2. PERFORMS EMERGENCY/CRASH RESPONSE:

3.2.1. RESPONDS TO ON-BASE EMERGENCY AS DIRECTED BY FIRE DEPARTMENT AND/OR CRASH RESCUE TEAM.

3.2.2. COORDINATES MEDICAL CARE FOR ENTITLED PERSONNEL.

3.2.3. CONSULTS WITH ATTENDING PHYSICIAN REGARDING CARE.

3.2.4. DOCUMENTS INCIDENT.

3.2.5. FILES PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TREATMENT SUMMARY.

3.3. SCHEDULES SPECIAL PURPOSE EXAMINATION. Schedules special purpose exam to include fetal protection program and occupational related examination. Compiles and distributes scheduled exam roster.

3.4. CONSULTS WITH FLIGHT SURGEON ON FLIGHT EVALUATION.

3.5. DISPENSES NON-PRESCRIPTION MEDICATION.

4. ADMINISTRATION:

4.1. DEVELOPS PHYSICAL EXAMINATION SCHEDULE.

4.2. PREPARES MEDICAL/DENTAL RECORD.

4.3. DOCUMENTS EXAMINATION RESULT.

4.4. ADMINISTERS BASE IMMUNIZATION PROGRAM:

4.4.1. SCHEDULES BASE PERSONNEL FOR IMMUNIZATION.

4.4.2. UPDATES IMMUNIZATION ROSTER.

4.5. VALIDATES AF FORM 2583, REQUEST FOR PERSONNEL SECURITY ACTION, FOR BASE POPULATION.

4.6. MAINTAINS MEDICAL/DENTAL RECORD:

4.6.1. FILES DOCUMENTATION IN RECORD.

4.6.2. CREATES NEW MEDICAL/DENTAL RECORD.

4.6.3. RETIRES MEDICAL RECORD.

4.7. CONDUCTS SUPPORTED UNIT INCOMING/OUTGOING CLEARANCE.

5. RESOURCE MANAGEMENT:

5.1. MANAGES MEDICAL BUDGET:

5.1.1. DEVELOPS ANNUAL MEDICAL BUDGET ESTIMATE.

5.1.2. RECEIVES FUND ALLOCATION.

5.1.3. COORDINATES ADJUSTMENT TO BUDGET.

5.1.4. MONITORS EXPENDITURE.

5.2. MAINTAINS MEDICAL SUPPLY:

5.2.1. DETERMINES ITEM REQUIREMENT.

5.2.2. ORDERS MEDICAL SUPPLY:

5.2.2.1. ORDERS STOCK LISTED ITEM.

5.2.2.2. ORDERS LOCAL PURCHASE ITEM.

5.2.2.3. ORDERS FROM ACTIVE DUTY FACILITY MEDICAL SHOPPING GUIDE.

5.2.3. RECEIVES MEDICAL SUPPLY.

5.2.4. STORES MEDICAL SUPPLY.

5.2.5. MONITORS SUPPLY STATUS.

5.2.6. PERFORMS QUALITY CONTROL.

5.3. MANAGES MEDICAL EQUIPMENT:

5.3.1. DETERMINES REQUIREMENT.

5.3.2. PROCESSES EQUIPMENT REQUEST.

5.3.3. MONITORS STATUS OF EQUIPMENT ON ORDER.

5.3.4. RECEIVES EQUIPMENT.

5.3.5. INSTALLS EQUIPMENT. Arranges for installation or installs equipment in-house.

5.3.6. PERFORMS PERIODIC OPERATOR MAINTENANCE.

5.3.7. COORDINATES MEDICAL EQUIPMENT REPAIR CENTER (MERC) VISIT AND TESTING OF MEDICAL EQUIPMENT.

5.3.8. COORDINATES CIVILIAN CONTRACTOR MAINTENANCE.

5.4. MAINTAINS FIRST-AID KIT. Periodically inspects first-aid kit for serviceability, replaces dated item, and re-packs as needed.

5.4.1. INSPECTS PERSONNEL FIRST-AID KIT.

5.4.2. INSPECTS SHOP FIRST-AID KIT.

6. VISITING UNIT MEDICAL LIAISON:

6.1. ACTS AS MEDICAL POINT OF CONTACT (POC) AT CRTC:

6.1.1. BRIEFS VISITING UNIT BY TELEPHONE PRIOR TO DEPLOYMENT.

6.1.2. ATTENDS PRE-DEPLOYMENT SITE BRIEFING AS CRTC MEDICAL REPRESENTATIVE.

6.1.3. CONDUCTS PRE-DEPLOYMENT AND ACTUAL DEPLOYMENT TOUR OF INSTALLATION:

6.1.3.1. IDENTIFIES ACTIVITY, PROBLEM, OR UNIQUE EMERGENCY PROCEDURE.

6.1.3.2. CONDUCTS TOUR OF AREA MEDICAL FACILITY WITH VISITING MEDICAL PERSONNEL. Introduces visitor to POC at each facility.

6.1.4. SIGNS OUT/RECOVERS BUILDING AND EQUIPMENT FROM VISITING UNIT.

6.2. CONDUCTS AMBULANCE FAMILIARITY TRAINING AS NEEDED.

6.3. CONDUCTS FLIGHTLINE RESPONSE TRAINING FOR INFLIGHT EMERGENCY.

6.4. PROVIDES EMERGENCY FIRST-AID TO VISITING UNIT PERSONNEL.

6.5. PROVIDES MEDICAL ESCORT AS NEEDED.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Medical Services/5810AS			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Medical Services	902X0	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											